

**DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

**Agency Promotional
FISCAL/ADMINISTRATIVE MANAGER 1**

Open To: Exam List Candidates

Location: Central Office, Fiscal Services, Wethersfield, CT

Hours: M-F, First Shift

Salary: MP66 - \$90,282 - \$123,104

Closing Date: August 19, 2014

Eligibility Requirement: Candidates must have applied for and passed the Fiscal/Administrative Manager 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of and ability to apply management principles and techniques; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize EDP systems for financial management.

General Experience: Nine (9) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting function. Descriptions of these fiscal/administrative functions are set forth in the Job Description under "ADDENDUM TO FISCAL/ADMINISTRATIVE SERIES FISCAL AND ADMINISTRATIVE FUNCTIONS" which may be viewed at

<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=2701>

Special Experience: One (1) year of the General Experience must have been supervising professional level staff. Note: For state employees this is the level of Fiscal/Administrative Supervisor.

Substitution Allowed: 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2) A Master's degree in public administration, business administration, or accounting may be substituted for one (1) additional year of the General Experience.

Preferred Skills and Experience: Candidates should possess strong analytical, research, oral and written communication skills, excellent presentation skills and experience with Microsoft Word and Excel software. Demonstrated experience in fiscal/financial analysis, contract administration and compliance, strategic planning and performance measurement is preferred.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Department of Correction employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Qualified candidates who meet the above requirements need to submit a cover letter, a resume, your last two (2) Performance Evaluations and an Application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf. Please submit your information to:

Department of Correction
Erica Soto, Human Resources Associate
24 Wolcott Hill Road
Wethersfield, CT 06109
860-692-6866
Erica.Soto@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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